

# **Peddlers Instructions**

- 1. Businesses/Individuals who are applying for a Peddlers License must fill out the following applications:
  - Business License Application,
  - Peddlers Application
  - Background Check Application.

**Note:** There are additional requirements in ordinance/code below.

2. Peddlers fees are as follows:

\$10 non-refundable application fee (pursuant to City Code Section 6-8-34)

30 Day Permit \$160

2 Month to 12 Month Permit Base fee plus \$10/month

(pursuant to City Code Sect. 6-8-37) requested at time of application

- 3. A surety bond or cashiers' check in the amount of \$1,000 coinsuring the City of Greenville is required. This money will be returned to the application, upon written request, when the license expires providing there are no extenuating circumstances.
- 4. Businesses/Individuals are subject to all ordinances/codes of the City of Greenville, including, but not limited to, the sections of the ordinance below. Please read the following sections of the ordinance/code carefully to see what is required to obtain a Peddlers License.



# **APPLICATION FOR PEDDLERS**

The Greenville City Code requires the following information in pursuant of issuing of Business Licenses.

Full Na	me	Aliases:					
Reside	nce						
		Street		City	State	Zip Code	
Emplo	yer						
Emplo	yers Address						
		Street		City	State	Zip Code	
Place o	of Birth			DOB			
Age:	Sex:	Hgt:	Wgt:	Hair:	Eyes:		
SSN:_			Phone #				
1.	Description of the	nature of business and	d the goods to be so	old			
3. A C	List five previous m	n as to each and every	ne applicant has wo				
E							
		ds are to be sold?					
5.	_	are to be sold or orde					
6.	Place where goods	are stored and metho	od of delivery				
This ap	plication shall be a	ccompanied by:					
A.	Full set of fingerpri	nts and a 2"x2" photo	graph of the applic	ant.			
В.	Non-refundable application fee of \$10.00 for each applicant.						
ignatur	e of Applicant			 Date			



# **BACKGROUND INVESTIGATION FORM**

			1	Date of applicat	ion:
BUSINESS INFORMATION			Time of D.		
		Type of Business:			
Business Address:		Cit	/:	State:	Zip:
Business Phone:	Cell:	Fax:	Email:		
BUSINESS OWNER(s): (A so Name:			•		
Birthdate: / /	SSN#:		DL #:		State:
Home Phone:	Cell:		_Email:		
Have you ever had a license o and reason:	r permit revoke	d, denied or sus	pended? Yes 🔲	or No 🔲 If yes	, list the jurisdiction, date,
Have you ever been convicted explain:				) in the last 10 y	rears? Yes or No lf ye
Are there any charges (misder date, and reason:	meanor or felon			ng? Yes ☐ or N	No 🔲 If yes, list jurisdiction
Has applicant (Owner) previou	usly owned or o	perated a busin	ess? Yes 🔲 or N	o 🔲 If yes, nam	es of business and location
Provide a brief statement of a	pplicant's backg	round and emp	loyment history f	or the past five	years:
BUSINESS INFORMATION Manager: Name:	:	Address:			Zip:
Birthdate: / /	SSN#:		DL #:		· ·
Birthdate: / / Home Phone:	— ——— Cell:		— ——— Email:		
Building Leased From:					
Name:		Address:			Zip:
Home Phone:					
Planned Business Hours: Da					
Does this business have an AB business plan to apply for an A	BL License? Yes	_			
Does this business have any c	oin-operated an	nusement mach	ines? Yes 🔲 No	If yes, do y	ou own or lease?
Leased from:	Tyne	of machines		N	umher of machines:

# **BUSINESS INFORMATION** Business Name: \_\_\_\_\_ Type of Business: **BUSINESS OWNER #2:** \_\_\_\_\_ Address: \_\_\_\_\_ Zip: \_\_\_\_\_ Birthdate: / / SSN#: - - DL #: \_\_\_\_\_\_ Home Phone: Cell: Email: Have you ever had a license or permit revoked, denied or suspended? Yes $\prod$ or No $\prod$ If yes, list the jurisdiction, date, and reason: Have you ever been convicted of any criminal charges (misdemeanor or felony) in the last 10 years? Yes ☐ or No☐ If yes, explain: Are there any charges (misdemeanor or felony) against you that are still pending? Yes $\square$ or No $\square$ If yes, list jurisdiction, date, and reason: Has applicant (Owner) previously owned or operated a business? Yes $\prod$ or No $\prod$ If yes, names of business and location: Provide a brief statement of applicant's background and employment history for the past five years: **BUSINESS OWNER #3:** Address: Zip: Birthdate: / / SSN#: - - DL #: \_\_\_\_\_ State: \_\_\_\_\_ Home Phone: Cell: Email: Have you ever had a license or permit revoked, denied or suspended? Yes $\prod$ or No $\prod$ If yes, list the jurisdiction, date, and reason: Have you ever been convicted of any criminal charges (misdemeanor or felony) in the last 10 years? Yes or No I If yes, Are there any charges (misdemeanor or felony) against you that are still pending? Yes $\prod$ or No $\prod$ If yes, list jurisdiction, date, and reason:

Has applicant (Owner) previously owned or operated a business? Yes or No lf yes, names of business and location:

Provide a brief statement of applicant's background and employment history for the past five years:

\*\*\*\*\* I HEREBY ATTEST THAT THE ABOVE INFORMATION IS TRUE AND CORRECT. I UNDERSTAND THAT FALSIFYING THIS APPLICATION IS GROUNDS FOR DENIAL OR REVOCATION OF MY LICENSE(S).

Print name:

Signature (owner/applicant):



A police background check will be required for the following new businesses: Amusement Centers, Bingo Operators, Detective Agencies, Escort Services, Sexually Oriented Businesses, Kindergarten/Nursery/Day Cares, Pawn Shops, Precious Metal Dealers, Restaurant Owners, Transient Merchants/Peddlers/Mobile Vendors, Day Cares and others as the Revenue Administrator deems necessary.

• Sec. 8-42. - Police background checks required for certain businesses.

A police background check will be required for the following new businesses prior to issuance of a business license. Background checks may include owners, partners, managers, operators and employees as designated below. In addition to the standard background check, fingerprints, photographs and other information may be required as specified below.

- (a) Amusement centers. Background check on owners, partners and managers.
- (b) Bingo operators. Background check on owners, partners and managers.
- (c) Detective agencies. Background check on owners, partners, managers and all other employees.
- (d) Escort services. Background check, photographs and fingerprints on owners, partners, managers and all other employees.
- (e) Sexually oriented businesses. Background check on owners, partners, managers and all other employees.
- (f) Kindergarten, nursery and day cares. Background check on owners, partners, managers and all other employees.
- (g) Pawn shops. Background check on owners, partners, managers and all other employees.
- (h) Precious metal dealers. Background check on owners, partners, managers and all other employees.
- (i) Restaurant, nightclubs, taverns, bars and related clubs. Background check on owners, partners and managers.
- (j) Transient merchants/peddlers/mobile vendors. Background check on owners, partners, managers and all other employees.
- (k) Others. Others as set out elsewhere in this Code, or as deemed necessary by the revenue administrator.

(Ord. No. 2012-96, Exh. A, 11-26-12)



other remedies.

Office Use Only: Year	License #				
Entered By	C/O#				

- New Businesses must obtain a business license prior to beginning operation.
- Business Licenses Expire December 31st Each Year.
- RENEWAL BUSINESS LICENSES Must Be Paid in Full On or Before the Last Day of February to Avoid Penalties

Kilcinece i icence Anniication	ly: 2% Early Discount if Paid by		st Day of February to Avoid Felia
Application for current year only.	<u>_</u> , ,,	. , .	
1. Application Type ☐ New ☐ Renewal ☐ Ownership Change ☐ Location Change	☐ Out of Business (c	closing date)	
2. In-City Physical Location, Suite #			
3. City Business Category 4. In-City C	Original Business Start Date	(Required)	
	or S.S. Number (Required)	(,	
	` '.	The district	Danta arabia 🗖 HC 🗖 H
·	ership Type		Partnership   LLC   L
9. Billing Address, Suite # City, State ZIP		10. Phone	
11. Email of Responsible Contact Person for Business License		12.#	of Employees
13. Specify business activity or NAICS Code (Required)			
14. Minority Status (Info Purposes Only) 🛛 Aleut 🗎 East Indian 🗎 Asian 🗎 Eskimo 🗎 A	African American M/F 🔲 His	spanic 🔲 Caucasi	ian Female   Native American
15. Commercial Property(s) including locations & tax map #			
16. Credit Card (optional) ☐ Visa ☐ MasterCard ☐ Discover ☐ Am Ex Card #		CV	Expiration Date:
7. Computation of Fees (use the chart on the right to estimate fees):	Business Gros	s Revenues	Estimated License Fees
A. New Business Have you ever owned a business in the City of Greenville before	?		
☐ No ☐ Yes – If yes, name and location:	A.1.		A.2.
1. Estimated total gross sales/revenue/contracts for the balance of the year.			
2. Calculate and enter fee based on Line 1.	B.1.		_
B. First Time Renewals (For businesses renewing for the first year only.)	B.2.		
<ol> <li>Total actual gross receipts/revenues/contracts for preceding year.</li> </ol>	5.2.		
2. Allowable ordinance deductions.	B.3.		
3. Total gross receipts from previous year (B.1. minus B.2.).			If B6 is negative, you
<ol><li>Estimated gross contracts/jobs from previous year.</li></ol>	B.4.		-
5. First year adjustment (B.3. minus B.4.).	D E		must pay the base fee
6. Adjust gross contracts/jobs (B.3. plus B.5.).	B.5.		amount
7. Calculate and enter fee based on B.6.	B.6.		B.7.
I businesses must pay the base fee amount.	5.0.		
C. Existing Businesses	C.1.		
1. Total actual gross receipts/revenue/contracts for prior year ending Dec. 31, 20			
2. Allowable ordinance deductions. (Proof of deduction required for approval.)	C.2.		
3. Total gross receipts (C.1. minus C.2.)	C.3.		C.4.
4. Calculate business license fee based on gross receipts in C.3.			C.4.
D. Penalties due for late filing or Resident Business 2% Discount for early	Early Discount	Penalties	% D.
filing by 01/31. **** See Penalties in Instructions on back.	Discount		70   5.
E. Total Fees.	Form Entry Date:		E.
o calculate license fees go to <a href="http://www.greenvillesc.gov/347/Business-Calculator">http://www.greenvillesc.gov/347/Business-Calculator</a> .	Fees subject	to verifica	ation
B. Does this business have an Alcohol Beverage and Licensing (ABL) License?	_		
□ No □ Yes – If yes, license number.			
Consumption: Off-premise On-Premise Expiration Date	Hours of Operation		
· · · · · · · · · · · · · · · · · · ·	 Yes		
19. Does this business have any coin-operated amusement machines? ☐ No ☐ Yes			
20. Do you own or lease machines? ☐ Own ☐ Lease — If lease, from whom.			
20. Do you own or lease machines?			

Number of Machines Number of stickers Type of Machines

21. Name of owners and/or officers and titles

This is to certify that the above is a true statement of the business done or transacted at or through the above location. The report corresponds with the books and records of the business and with the report of same filed, or to be filed, for the corresponding period with the S.C. Department of Revenue or Insurance commissioner and with the Collector of Internal Revenue of the United States and that the exact amount returned as TOTAL GROSS REVENUES from this business or profession as reported herein are true and correct and that I am familiar with the City ordinance providing for penalties and revocation of this license for making false or fraudulent statements in this applications. The books of this business are available for inspection by authorized agents of the City. The issuance of

a business license is condition upon strict compliance with the ordinance of the City of Greenville and failure to so comply may result in revocation in addition to

Name of Preparer (Print) \_\_\_\_\_ Daytime Phone Number \_\_\_\_\_\_

Applicant Name (Print) \_\_\_\_\_ Applicant Signature

#### INSTRUCTIONS FOR FILING A NEW, FIRST TIME RENEWAL AND EXISTING BUSINESS LICENSE APPLICATION

#### PERSON REQUIRED TO FILE AN APPLICATION:

- Every person engaged in, or intending to engage in, any business, in whole or in part, in the City of Greenville (except the professions of public school teachers and ministers of the gospel), shall file with the City Business License Office an application, under oath, for a license to engage in such business.
- For further information and additional applications, please call the City Business License Office at (864) 467-4505
- Email address for responsible contact person for business license issues. #11 (NEW)

#### **RENEWAL INFORMATION:**

- · Please verify and correct, as necessary, all pre-printed information shown. Complete all other blank items, in full, to avoid delays in processing.
- If you are no longer in business, please indicate in writing and return this application.
- You can find your NAICS code on your tax returns. #13 (NEW)

# <u>DUE DATES, PENALTIES AND 2% EARLY DISCOUNT FOR RESIDENT BU</u>SINESSES:

- NEW business applications, with payment in full, must be filed at the City of Greenville Business License Office prior to opening or beginning operation in the City. A penalty is charged for applications filed after the starting date. The penalty is dependent on when the application is filed.
- **RENEWAL** business applications, with payment in full, must be filed with the City of Greenville Business License Office and post marked, by the U.S. Postal Service, on or before the last day of February of each year. A penalty will be accessed as of March 1st for each additional month, or portion thereof that the tax remains unpaid.
- RESIDENT BUSINESSES 2% EARLY DISCOUNT. For resident businesses only, if the business files their business license renewal application on or before the last day of January each year, they will be eligible for a 2% early filing discount off of their business license tax. (NEW)

#### **COMPLETION OF THE APPLICATION:**

- Please complete in full. Do not leave any items blank.
- Print clearly or type all information.
- This application will not be processed unless all requested information is provided.

#### IMPORTANT NOTES TO REMEMBER:

A resident business located <u>within</u> the City limits must report all gross revenues, whether derived from within or outside the City limits. The reported gross revenue must correspond with the records of the business and with the returns filed for the corresponding year with the South Carolina Department of Revenue and the Collector of Internal Revenue of the United States.

Allowable Ordinance Deductions: Deductions from your gross revenues are allowed if you are a resident business that a business license has been paid to another municipality. The deduction is limited to the gross revenues that were reported on that license. Satisfactory proof of this deduction must be attached to this application before the deduction will be allowed. A business may deduct sales, use, or excise taxes if these amounts are included in the total gross revenues amount reported.

A non-resident business located outside the City must report all gross revenues earned within the City limits only.

#### **New Business Penalties**

10% if not filed prior to beginning operation in the City. 10% additional for each month thereafter, until paid. Maximum annual penalty is 50%. penalty is 50%.

Renewal Penalties

10% if filed or postmarked on March 1st. 10% additional for each month thereafter, until paid Maximum annual

All penalties are a percentage of, and are added to, the license tax.

For resident businesses only that are in "good standing" with the City Code, there will be a 2% discount allowed to be deducted off the calculated **renewal business** license tax remitted. (NEW)

Businesses that fail to purchase the license after formal notification shall be subject to a Uniform Summons.

Note: All appropriate state licensing is required prior to obtaining a City business license.

A SIGNATURE MUST BE PLACED ON THE BOTTOM OF THE BUSINESS LICENSE APPLICATION, ALONG WITH THE SIGNEE'S TITLE OR CAPACITY WITH THE BUSINESS.

# **DIVISION 2. - PEDDLERS [37]**

(37) State Law reference—County licensing of peddlers, S.C. Code 1976, § 40-41-10 et seq.

Subdivision I. - In General

Subdivision II. - Permit

#### **Subdivision I. - In General**

Sec. 8-301. - Definitions.

Sec. 8-302. - Exemption for charitable, educational or religious organizations.

Sec. 8-303. - Entering posted premises.

Sec. 8-304. - Refusing to leave premises.

Sec. 8-305. - Misrepresentation regarding goods or services.

Sec. 8-306. - Hours of operation.

Secs. 8-307—8-320. - Reserved.

#### Sec. 8-301. - Definitions.

The following words, terms and phrases, when used in this division, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

<u>Peddler</u> means any individual, whether a resident of the city or not, traveling by foot, motor vehicle or any other type of conveyance, from place to place, from house to house, or from street to street, selling, taking or attempting to take orders for the sale of goods, wares and merchandise, or personal property of any nature whatsoever for future delivery, or for services to be furnished or performed in the future, whether or not such individual has, carries or exposes for sale a sample of the subject of such sale or whether he is collecting advance payments on such sales or not. Any business operating within the city with one or more salespersons or one or more motor vehicles or other type of conveyance shall acquire a business license for each salesperson. This definition provides for such activity on either a short-term or long-term basis within the city and applies to any such mobile sales of goods or services, whether or not operated out of a permanent business location in the city.

(Code 1985, § 6-8-11)

**Cross reference**— Definitions generally, § 1-2.

#### Sec. 8-302. - Exemption for charitable, educational or religious organizations.

The provisions of this division shall not apply to solicitations, sales or distributions made by charitable, educational or religious organizations.

(Code 1985, § 6-8-12)

#### Sec. 8-303. - Entering posted premises.

It shall be unlawful for any peddler to enter upon any private premises when such premises are posted with a sign stating "No Peddlers Allowed" or "No Solicitations Allowed" or other words to such effect. (Code 1985, § 6-8-13)

#### Sec. 8-304. - Refusing to leave premises.

Any peddler who enters upon premises owned, leased or rented by another and who refuses to leave such premises after having been notified by the owner or occupant thereof, or his agent, to leave the premises and not return shall be deemed guilty of a misdemeanor.

(Code 1985, § 6-8-14)

# Sec. 8-305. - Misrepresentation regarding goods or services.

It shall be unlawful for any peddler to make false or fraudulent statements concerning the quality of his goods, wares, merchandise or services for the purpose of inducing another to purchase the goods, wares, merchandise or services. (Code 1985, § 6-8-15)

#### Sec. 8-306. - Hours of operation.

It shall be unlawful for any peddler to engage in the business of peddling within the city between the hours of one-half hour before sunset and 9:00 a.m. the following morning, or at any time on

Sundays, except by specific appointment with or invitation from the prospective customer.

(Code 1985, § 6-8-16)

#### Secs. 8-307-8-320. - Reserved.

#### Subdivision II. - Permit

Sec. 8-321. - Required.

Sec. 8-322. - Contents of application.

Sec. 8-323. - Presentation of driver's license.

Sec. 8-324. - Application fee.

Sec. 8-325. - Submitting false information.

Sec. 8-326. - Fingerprinting of applicant.

Sec. 8-327. - Permit fee.

Sec. 8-328. - Bond.

Sec. 8-329. - Investigation of applicant.

Sec. 8-330. - Denial.

Sec. 8-331. - Issuance.

Sec. 8-332. - Contents.

Sec. 8-333. - Records.

Sec. 8-334. - Display.

Sec. 8-335. - Term.

Sec. 8-336. - Revocation.

Secs. 8-337—8-350. - Reserved.

#### Sec. 8-321. - Required.

It shall be unlawful for any person to engage in business as a peddler within the city without first obtaining a permit to do so.

(Code 1985, § 6-8-31)

# Sec. 8-322. - Contents of application.

Applicants for a permit under this subdivision shall file with the revenue administrator a sworn application in writing, in duplicate, on a form to be furnished by the revenue administrator, which shall give the following information:

- (1) The name and a description of the applicant;
- (2) The permanent home address and full local address of the applicant;
- (3) A brief description of the nature of the business and the goods to be sold;
- (4) If employed, the name and address of the employer, together with credentials establishing the exact relationship;
- (5) The length of time for which the right to do business is desired;
- (6) The place where the goods or property proposed to be sold, or for which orders are taken for the sale thereof, are manufactured or produced, where such goods or products are located at the time the application is filed, and the proposed method of delivery;
- (7) A photograph of the applicant taken within 60 days immediately prior to the date of filing the application, which photograph shall be two inches by two inches in size, showing the head and shoulders of the applicant in a clear and distinguishing manner;
- (8) A statement as to whether or not the applicant has been convicted of any crime or misdemeanor or violation of any municipal ordinance, the nature of the offense and the punishment or penalty assessed therefor;
- (9) Whether the applicant, upon any sale or order, shall demand, accept or receive payment or a deposit of money in advance of final delivery;
- (10) The last five municipalities wherein the applicant has worked before coming to this City
- (11) Such other relevant information as may be required by the investigation of the applicant.

#### Sec. 8-323. - Presentation of driver's license.

At the time of filing his application for a permit required by this subdivision, the applicant shall present his driver's license, if he has one, to the revenue administrator.

(Code 1985, § 6-8-33)

# Sec. 8-324. - Application fee.

At the time of filing an application for a permit required by this subdivision, a fee as fixed from time to time by the council shall be paid to the revenue administrator to cover the cost of investigating the facts stated therein. (Code 1985, § 6-8-34)

# Sec. 8-325. - Submitting false information.

It shall be unlawful for any person to give any false or misleading information in connection with his application for a permit required by this subdivision.

(Code 1985, § 6-8-35)

## Sec. 8-326. - Fingerprinting of applicant.

At the time of making application for a permit required by this subdivision, the applicant shall submit to fingerprinting by the police department.

(Code 1985, § 6-8-36)

#### Sec. 8-327. - Permit fee.

Before any permit shall be issued under the provisions of this subdivision, the applicant therefor shall pay a fee, based upon the duration he desires to engage in business in the city, in accordance with a schedule as fixed from time to time by the council.

(Code 1985, § 6-8-37)

#### Sec. 8-328. - Bond.

- (a) Every applicant for a permit under this subdivision shall file with the city a surety bond running to the city in the currently required amount, with surety acceptable to and approved by the revenue administrator, conditioned that the applicant shall comply fully with all the applicable provisions of this code, the ordinances of the city and state laws regulating and concerning the business of peddling and guaranteeing to any citizen of the city that all money paid as a down payment will be accounted for and applied according to the representations of the peddler, and further guaranteeing to any citizen of the city doing business with such peddler that the property purchased will be delivered according to the representations of such peddler. Action on such bond may be brought in the name of the city to the use or benefit of the aggrieved person.
- (b) If the applicant is an agent, employee, canvasser or solicitor of a corporation authorized to do business in this state or registered under the Fictitious Name Act of the state, such corporation or fictitiously named business may furnish one bond in the currently required amount for any and all of its agents, employees, canvassers or solicitors. (Code 1985, § 6-8-38)

# Sec. 8-329. - Investigation of applicant.

Upon receipt of an application for a permit required by this subdivision, the original shall be referred to the police department, who shall cause such investigation of the applicant's business and moral character to be made as he deems necessary for the protection of the public good. The police department shall complete his investigation within one week of receiving the application.

(Code 1985, § 6-8-39)

# Sec. 8-330. - Denial.

If, as a result of investigation, the character or business responsibility of the applicant for a permit under this subdivision is found to be unsatisfactory, the police department shall endorse on the application his disapproval and his reasons for

disapproval, and return the application to the revenue administrator, who shall notify the applicant that his application is disapproved and that no permit shall be issued.

(Code 1985, § 6-8-40)

#### Sec. 8-331. - Issuance.

If, as a result of investigation, the character and business responsibility of the applicant for a permit under this subdivision are found to be satisfactory, the police department shall endorse on the application his approval, execute a permit addressed to the applicant for the carrying on of the business applied for, and return the permit along with the application to the revenue administrator, who shall, upon payment of the required fee, deliver the permit to the applicant.

(Code 1985, § 6-8-41)

#### Sec. 8-332. - Contents.

Each permit issued under this subdivision shall contain the signature and seal of the issuing officer and shall show the name, address and photograph of the permittee, the class of permit issued and the kind of goods to be sold thereunder, the amount of fee paid, the date of issuance, and the length of time the permit shall be operative, as well as the permit number and other identifying description of any vehicle used in such business. (Code 1985, § 6-8-42)

#### Sec. 8-333. - Records.

The revenue administrator shall keep a permanent record of all permits issued under this subdivision. (Code 1985, § 6-8-43)

# Sec. 8-334. - Display.

Every peddler having a permit issued under the provisions of this subdivision and doing business within the city shall display his permit upon the request of any person, and failure to do so shall be deemed a misdemeanor. (Code 1985, § 6-8-44)

#### Sec. 8-335. - Term.

Every permit issued under the provisions of this subdivision shall be valid for the period of time stated therein, but in no event shall any such permit be issued for a period of time in excess of 12 months. (Code 1985, § 6-8-45)

#### Sec. 8-336. - Revocation.

Any permit issued under the provisions of this subdivision may be revoked by the city manager for the violation by the permittee of any applicable provision of this code, state or federal law, or city ordinance, rule or regulation. The notice and hearing provisions of article II of this chapter shall apply. (Code 1985, § 6-8-46)

#### Secs. 8-337—8-350. - Reserved.